TRANSITION CENTER BRIEFING

ETS

CHAPTER

MEDICAL

RETIREMENT

OFFICERS

DD FORM 214

PROCESSING

- **MILITARY TO CIVILIAN LIFE**
- **RESPONSIBLE FOR:**
  - **ORDERS**
  - **DD FORM 214**
- **COPELAND CENTER, ROOM B309**

CUSTOMER SERVICE 287-3513

OPERATIONS

CUSTOMER SVC
0800-1130
1230-1400

DD FORM 214 BRIEFING

- **ETS**
- **CHAPTER**
- **MED SEP**

0730

- **OFFICER**
- **ENL RETIRE**
- **MED RETIRE**

APPOINTMENT WITH TECH

RECEIVE DD FORM 214 *ONE* DAY PRIOR TO PTDY/LV OR *ON* SEPARATION DATE

KNOW YOUR CAC PIN NUMBER.
DD FORM 214 DIGITALLY SIGNED!!!!!!

KNOW YOUR AKO ACCOUNT

DD FORM 214 BRIEFINGS HOURS AND DATES MAY VARY ON TRAINING HOLIDAY

ETS

- WORKSHEET (HANDOUT)
  - EMAIL ADDRESS
  - PHONE NUMBER
  - # DAYS TAKING LV
  - OR DA FORM 31
- ETS ORDERS AVAILABLE 90 DAYS PRIOR TO ETS DATE OR START OF LV IF WE HAVE LV INFO

- NOT AUTHORIZED PTDY. PDMRA YES IF IN CONJUNCTION WITH TERMINAL LEAVE. REDUCTION IN FORCE AUTHORIZED PTDY

- PROMOTION ORDERS /DA FORM 4187/ARTICLE 15

- DD FORM 93/SGLV

- RETENTION CHANGES **ETS** DATE

CHAPTER

- LEGAL REVIEWS
- CDR APPROVES
- UNIT DETERMINES SEPARATION DATE

- ORIGINAL CHAPTER
- WORKSHEET
- POC FOR CHAPTER

- PAY STOPS ON SEP DATE
- DATES CAN BE CHANGED
- SOLDIER GOES AWOL UNIT CLEARS

SCHOOL DROP SUBTRACT 90 DAYS FROM ETS DATE THAT DAY IS 1ST DAY TO TAKE LV OR SEPARATE

- PTDY/LV (SOME CHAPTERS AUTHORIZED)

- MISSING DOCUMENTS
  - AWOL
  - CONFINEMENT
  - PROMOTION
  - DEMOTION

- ESCORT FOR:
  - CHAP 9, 10, 13 & 14

- BAR FROM FORT HOOD IF
  - DRUG RELATED CHAPTER
  - OTHER THAN HONORABLE CONDITIONS

- DFR NO DD FORM 214

MEDICAL

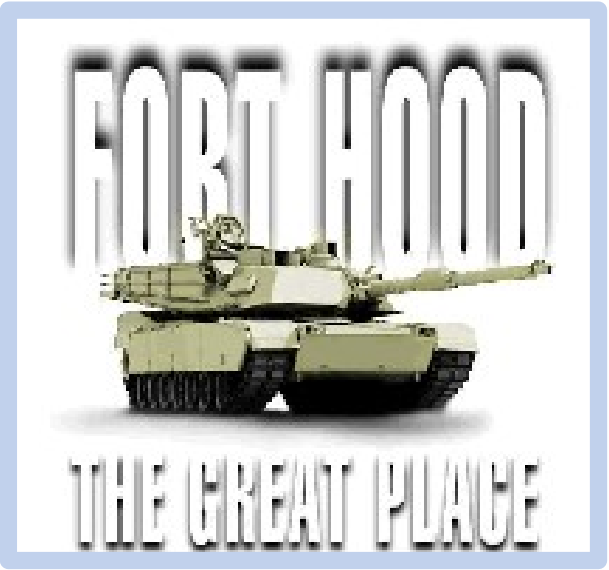
- PHYSICAL DISABILITY BRANCH (PDB) APPROVES
- TC CUTS ORDERS & DD FORM 214 FOR ALL SOLDIERS
- DOCUMENTS NEEDED FOR ORDERS
  - APPROVAL FROM PDB
  - PTDY/LEAVE AUTHORIZATION

- WTB SOLDIERS (not cadre)
  - SFAC PROVIDES
    - ✓ CLEARANCE PAPERS
    - ✓ ORDERS
    - ✓ DD FORM 214

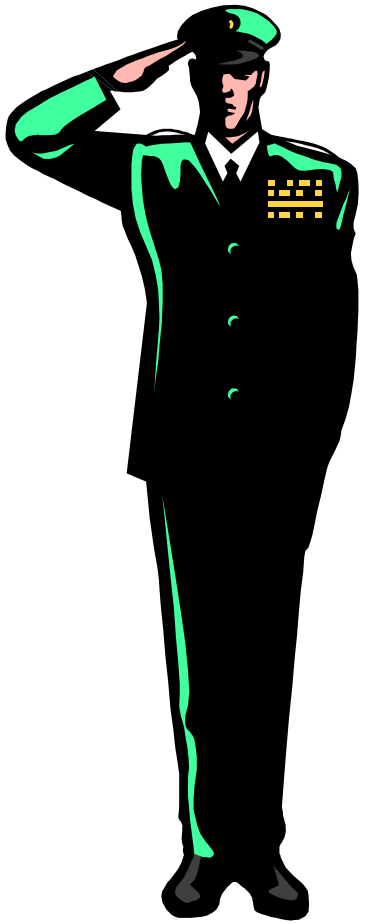
- SOLDIERS NOT IN WTB
  - TC PROVIDES
    - ✓ ORDERS
    - ✓ DD FORM 214

ENLISTED RETIREMENT

- RETIREMENT REQUEST SUBMITTED 9 TO 12 MONTHS PRIOR TO REQUESTED DATE
- NEED DA FORM 4187 AND DA FORM 31
- CALL YOUR TECHNICIAN FOR APPOINTMENT
- OPTIONAL:
  - ERB
  - LES
  - PERSONNEL FILE



OFFICERS



- UNQUALIFIED RESIGNATION & CHAPTERS
  - PROCESSED THROUGH S1/G1 (APPROVED BY HRC)
  - TRANSITION CENTER WILL ASSIST WITH:
    - SEPARATION ORDERS
    - DD FORM 214
- RETIREMENT
  - TRANSITION CENTER WILL ASSIST WITH:
    - MFR
    - FORWARD TO HRC
    - RETIREMENT ORDERS
    - DD FORM 214
- MEDICAL SEP/RETIRE
  - TRANSITION CENTER WILL ASSIST WITH:
    - ORDERS
    - DD FORM 214

TECHNICIANS

287-9664

287-7002

287-6099

DD FORM 214

HISTORY OF MILITARY SERVICE

† DEPLOYMENT

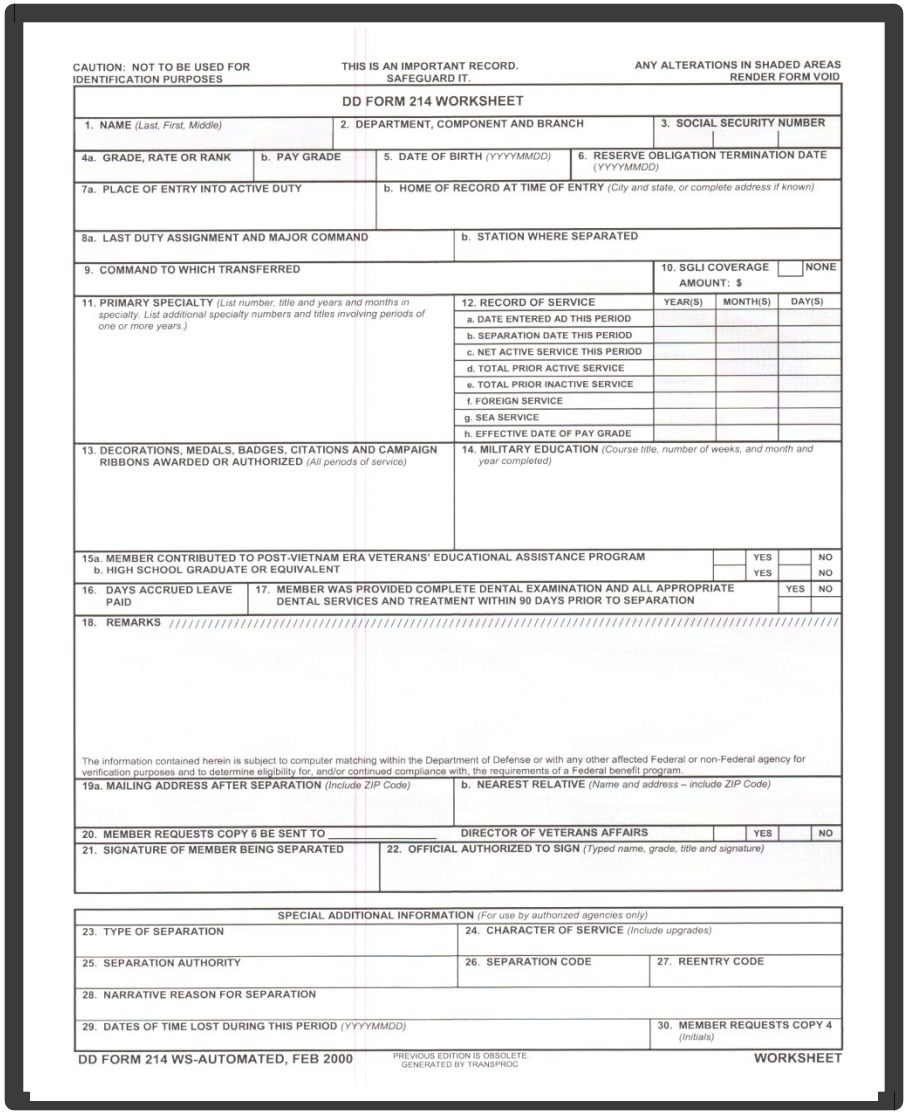
† AWARDS

† SCHOOLS

† PROMOTION

† CHARACTER OF SERVICE

† MOS



CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES — THIS IS AN IMPORTANT RECORD. SAFEGUARD IT. — ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

DD FORM 214 WORKSHEET

1. NAME (Last, First, Middle)	2. DEPARTMENT, COMPONENT AND BRANCH	3. SOCIAL SECURITY NUMBER
4a. GRADE, RATE OR RANK / b. PAY GRADE	5. DATE OF BIRTH (YYYYMMDD)	6. RESERVE OBLIGATION TERMINATION DATE (YYYYMMDD)
7a. PLACE OF ENTRY INTO ACTIVE DUTY	b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known)	
8a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND	b. STATION WHERE SEPARATED	
9. COMMAND TO WHICH TRANSFERRED	10. SGLI COVERAGE AMOUNT: $ / NONE	

11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.)	12. RECORD OF SERVICE	YEAR(S)	MONTH(S)	DAY(S)
	a. DATE ENTERED AD THIS PERIOD			
	b. SEPARATION DATE THIS PERIOD			
	c. NET ACTIVE SERVICE THIS PERIOD			
	d. TOTAL PRIOR ACTIVE SERVICE			
	e. TOTAL PRIOR INACTIVE SERVICE			
	f. FOREIGN SERVICE			
	g. SEA SERVICE			
	h. EFFECTIVE DATE OF PAY GRADE			

13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service)	14. MILITARY EDUCATION (Course title, number of weeks, and month and year completed)

15a. MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERANS' EDUCATIONAL ASSISTANCE PROGRAM		YES		NO
b. HIGH SCHOOL GRADUATE OR EQUIVALENT		YES		NO
16. DAYS ACCRUED LEAVE PAID	17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION	YES		NO

18. REMARKS

The information contained herein is subject to computer matching within the Department of Defense or with any other affected Federal or non-Federal agency for verification purposes and to determine eligibility for, and/or continued compliance with, the requirements of a Federal benefit program.

19a. MAILING ADDRESS AFTER SEPARATION (Include ZIP Code)	b. NEAREST RELATIVE (Name and address – include ZIP Code)

20. MEMBER REQUESTS COPY 6 BE SENT TO _____ DIRECTOR OF VETERANS AFFAIRS — YES — NO

21. SIGNATURE OF MEMBER BEING SEPARATED	22. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade, title and signature)

SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only)

23. TYPE OF SEPARATION	24. CHARACTER OF SERVICE (Include upgrades)	
25. SEPARATION AUTHORITY	26. SEPARATION CODE	27. REENTRY CODE
28. NARRATIVE REASON FOR SEPARATION		
29. DATES OF TIME LOST DURING THIS PERIOD (YYYYMMDD)		30. MEMBER REQUESTS COPY 4 (Initials)

DD FORM 214 WS-AUTOMATED, FEB 2000 — PREVIOUS EDITION IS OBSOLETE. GENERATED BY TRANSPROC — WORKSHEET

USED FOR
- CIVILIAN JOB
- COLLEGE
- VA BENEFITS
- HOME LOANS

ETS, CHAPTERS, MEDICAL SEP BRIEFING

0730

DAILY

OFFICERS & RETIREMENTS APPOINTMENT

DON'T LEAVE FORT HOOD WITHOUT YOUR DD FORM 214!!!

DD FORM 214

- **BRING TO BRIEFING:**
  - **CLEARING PAPERS W/ GREEN STAMP**
  - **ACAP CHECKLIST (DD FORM 2648)**
  - **DA FORM 31 (LEAVE AND/OR PTDY)**
  - **DD FORM 93 & SGLV**
  - **NG OR RESERVE CONTRACT**
  - **MFR FOR DEPLOYMENTS IF ERB/ORB IS NOT UPDATED**
  - **KNOW *PIN* NUMBER ON *CAC CARD***
  - **UPDATED ERB/ORB AND**

    "LOVE ME BOOK"
    - ✓ **AWARDS**
    - ✓ **MILITARY SCHOOLS**
    - ✓ **PROMOTION ORDERS**
    - ✓ **REDUCTION (ARTICLE 15)**
    - ✓ **DOCUMENTS TO UPDATE DD FORM 214**

DD FORM 214

- **NO** *CHILDREN* ALLOWED IN TRANSITION CENTER OR THE BRIEFING. YOU WILL NOT BE SERVICED

- GROUP BRIEFING MAY LAST UP TO 6 HOURS

- **DO NOT** MAKE ANY ***IMMEDIATE*** PLANS, APPOINTMENTS, OR TRANSPORTATION ARRANGEMENTS THE DAY YOU RECEIVE DD FORM 214

ISSUES

- **DOR E4 & BELOW (ERB & LES)**
- **CURRENT OR UPDATED DD FORM 93 & SGLV**
- **PHASE 1 PHYSICAL NOT COMPLETED (288-8888)**
- **REVIEW AND CORRECT ERB/ORB**
- **SOLDIER GOES AWOL, UNIT CLEARS SOLDIER**
- **KNOW YOUR “PIN” NUMBER ON CAC CARD, DIGITAL SIGNATURE ON DD FORM 214**
- **DO NOT LEAVE FORT HOOD WITHOUT YOUR *DIGITALLY SIGNED DD FORM 214!!!***

TRANSITION CENTER

Customer Service 287-3513